



*The Workforce Development Board  
of Southeast Minnesota*

**REQUEST FOR PROPOSALS for  
Support Services Grant  
Serving Goodhue and Wabasha Counties**

Release Date: April 6, 2018  
Proposal Deadline: April 27, 2017

**Workforce Development Board of Southeast Minnesota (WSA #8)**

2070 College View Road East

Rochester, MN 55904

507-292-5180

[www.workforcedevelopmentinc.org](http://www.workforcedevelopmentinc.org)

### **Introduction**

The Workforce Development Board of Southeast Minnesota (WDBSEM) is soliciting proposals to identify an experienced provider to provide Mentoring and Independent Living Skills Programming for youth and young adults in Goodhue and Wabasha Counties. This programming will be part of a collaboration with Workforce Development, Inc., who will offer work readiness training and work experience programming. These four tiers of programming will make up the program known as Emerging Leaders. Workforce development-minded organizations with successful past experience who can thoroughly demonstrate that they have the ability to provide the management and oversight services requested will be considered.

The expected contract awarded under this RFP solicitation will start on May 1, 2017, and end on June 30, 2019, with possible contract renewal dependent on funding and negotiated performance criteria. The total amount available for this RFP is \$20,235.

The Workforce Development system seeks to help job seekers and workers access employment, education, training and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy.

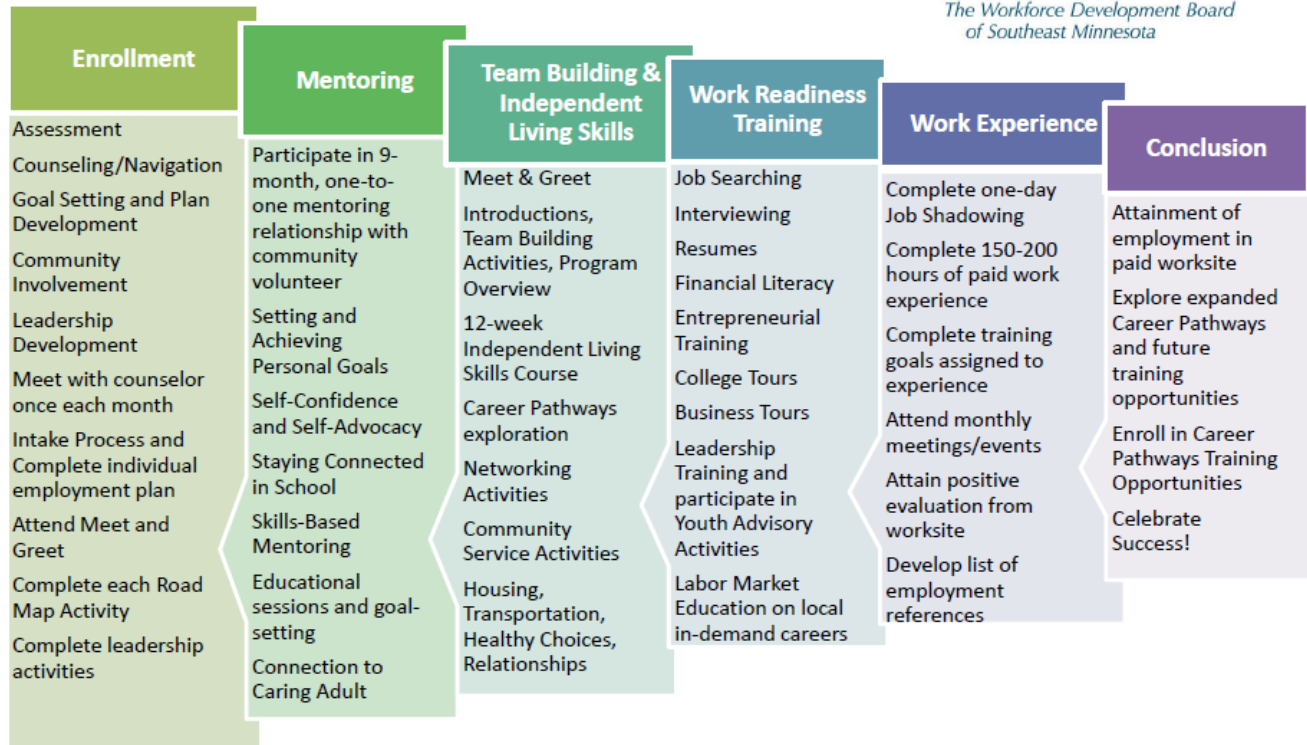
The WDBSEM reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, or the contract in whole or in part as is deemed to be in the best interest of the WDBSEM. The WDBSEM reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of the WDBSEM.

### **Support Services Grant Background:**

WDI was awarded the Support Services grant through the Department of Employment and Economic Development (DEED) in March, 2018. Programming has started through this program already and services will conclude June 30, 2019. The programming provided through this grant is outlined in the Emerging Leaders Roadmap and the Work Plan below. This RFP is asking for proposals to provide tiers 2 and 3 of programming underneath the Emerging Leaders Roadmap, to include Mentoring and Independent Living Skills Training.

Workforce Development, Inc. will provide work readiness and work experience training to the same cohorts of youth. Both programs together will form the Emerging Leaders program.

# Work Plan: Emerging Leaders Roadmap



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Total participants served	0	10	25	35	45	55
Training completed	0	2	4	6	8	10
<b>Enrollment</b> <ul style="list-style-type: none"> <li>Assessment</li> <li>Counseling/Navigation</li> <li>Goal Setting and Plan Development</li> <li>Community Involvement</li> <li>Leadership Development</li> <li>Meet with counselor once each month</li> <li>Intake Process and Complete individual employment plan</li> <li>Attend Meet and Greet</li> <li>Complete each Road Map Activity</li> <li>Complete leadership activities</li> </ul>	0	10	25	35	45	55 <i>55 youth will complete enrollment process</i>

This cell is blank	Grant Start Date through 3/31/18	Grant Start Date through 6/30/18	Grant Start Date through 9/30/18	Grant Start Date through 12/31/18	Grant Start Date through 3/31/19	Grant Start Date through 6/30/19
<b>Mentoring</b> <ul style="list-style-type: none"> <li>Participate in 9-month, one-to-one mentoring relationship with community volunteer</li> <li>Setting and Achieving Personal Goals</li> <li>Self-Confidence and Self-Advocacy</li> <li>Staying Connected in School</li> <li>Skills-Based Mentoring</li> <li>Educational sessions and goal-setting</li> <li>Connection to Caring Adult</li> </ul>	0	10	15	25	35	40 <i>40 youth will complete the mentoring program, including all deliverables in description</i>
<b>Team Building &amp; Independent Living Skills</b> <ul style="list-style-type: none"> <li>Meet &amp; Greet</li> <li>Introductions, Team Building Activities, Program Overview</li> <li>12-week Independent Living Skills Course</li> <li>Career Pathways exploration</li> <li>Networking Activities</li> <li>Community Service Activities</li> <li>Housing, Transportation, Healthy Choices, Relationships</li> </ul>	0	10	15	25	35	40
<b>Work Readiness Training</b> <ul style="list-style-type: none"> <li>Job Searching</li> <li>Interviewing</li> <li>Resumes</li> <li>Financial Literacy</li> <li>Entrepreneurial Training</li> <li>College Tours</li> <li>Business Tours</li> <li>Leadership Training and participate in Youth Advisory Activities</li> <li>Labor Market Education on local in-demand careers</li> <li>Career Pathways education and information on careers offered through Southeast Technical</li> <li>Scholarship programming available for short-term training options at SE Tech</li> </ul>	0	10	15	25	35	45
<b>Work Experience</b> <ul style="list-style-type: none"> <li>Complete one-day Job Shadowing</li> <li>Complete 150-200 hours of paid work experience</li> <li>Complete training goals assigned to experience</li> <li>Attend monthly meetings/events</li> </ul>	0	0	8	16	24	30 <i>30 youth will complete the work readiness program and</i>

This cell is blank	Grant Start Date through 3/31/18	Grant Start Date through 6/30/18	Grant Start Date through 9/30/18	Grant Start Date through 12/31/18	Grant Start Date through 3/31/19	Grant Start Date through 6/30/19
<ul style="list-style-type: none"> <li>• Attain positive evaluation from worksite</li> <li>• Develop list of employment references</li> </ul>						<i>successfully obtain employment</i>

## Eligible Respondents

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### Eligibility:

Eligible respondents include governmental, educational or not-for-profit organizations or agencies engaged in a public service. Private, for-profit organizations engaged in providing employment and training and educational opportunities for eligible adults may apply. Entities must be registered with the Minnesota Secretary of State to do business within the state of Minnesota. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract. Proposal reviews and awards are contingent upon respondents being current on any loan, contractual, or tax obligation as due, or in compliance with any rule, regulation, or provision on existing or past contracts.

Respondents must disclose and rectify any and all outstanding monitoring and/or an audit concern from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals.

Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP, and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

Eligible applicants for these funds are organizations that are youth-serving organizations that must have adequate administrative controls and personnel to implement the services outlined. Workforce Development, Inc. will work with partnering agency to determine participant eligibility and maintain program enrollments for all project participants.

## Time Line

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### Time Line

The following dates are critical deadlines for the RFP:

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|---|--|
| • April 6, 2018                         | Issue Notice of RFP Availability                                 |
| • April 27, 2018                        | Proposals are due  |
| • April 27 – May 4 <sup>th</sup> , 2018 | RFP review panel members convene to make recommendations         |
| • May 11 <sup>th</sup> , 2018           | Deadline for contracts to be signed; training projects may begin |
| • June 30, 2019                         | Last day for all funded training to conclude                     |

- July 31, 2019

All invoices must be received by Workforce Development, Inc.

## **Submission Requirements**

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### **Proposal Requirements**

1. Proposals must be consistent with federal and State law and applicable regulations relating to procurement.
2. One electronic copy (in Microsoft Word) of the proposal **must be received no later than Close of Business (COB) on April 27, 2018**
3. Proposals not meeting all the requirements, not conforming to the application format, or missing the submission deadline will be eliminated from consideration.
4. Workforce Development, Inc. retains the right to accept or reject any or all proposals, to negotiate with the selected proposers and require revisions to the application as agreed to during negotiations.
5. Proposals must not use subcontractors for delivery of the proposed services.
6. Serve program-eligible youth and young adults, as certified by Workforce Development, Inc.
7. The provider selected must be willing to assist Workforce Development, Inc. in completing necessary reporting requirements to the funding sources, and act as an adjunct agency in helping track participant activities and outcomes.
8. The provider selected for funding must comply with State financial management procedures.
9. The provider selected for funding must comply with Workforce Development, Inc. monitoring and oversight requests.

### **Proposal Checklist**

All proposals must contain the following documents:

- Respondent information
  - Proposal Narrative - Responses to questions (no longer than 5 pages)
  - Budget
1. Response Questions -  
Bidders must provide responses in narrative format to each item/question listed below.  
Responses must be associated with the specific questions provided. Proposals must include the exact questions as written below. There are 100 points possible.

Proposals will be evaluated on four criteria each carrying a unique weighting.

#### **A. Experience and Philosophy (30points)**

- Describe your experience in serving at-risk youth and young adults in Goodhue and Wabasha Counties
- Describe your experience collaborating with workforce development programming
- Describe why you are the best organization for this programming partnership

#### **B. Approach (30 points).**

- Describe how you plan to offer the services listed in the above Work Plan, specific to the Mentoring and Independent Living Skills Training programming.
- Describe your approach to ensuring communication and collaboration among the partnering organizations
- Describe your approach to supporting the WDBSEMN in achieving their program targets and service delivery goals.

- Describe what you are most excited about regarding this opportunity, and describe what you believe will be your biggest challenge

**C. Assurances and Flexibility (10 points)**

- Provide an assurance that your entity has the willingness and ability to operate in a functionally integrated environment and work difficult partnership issues with all parties involved.

**D. Budget (30 points)**

- Detail proposed costs by category.
- Leveraged funds

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## **Contract Provisions**

Type of Contract

Proposed costs will be analyzed and a contract will be negotiated on a demonstrated performance or fixed unit price basis. All contracts awarded will have a significant portion of the funds tied to the achievement of measurable outcomes. The type of contract will be determined at the time of contract negotiation to the successful bidder.

General Contract Conditions

Should a proposal be selected for funding, the respondent will then complete contract negotiations. In order for a contract to be executed, the respondent must meet certain requirements:

- All programs must be operational on May 1, 2018.
- All contractors must have current fiscal and compliance audits as required by law.
- All contractors are required to be an Equal Employment Opportunity Businesses (EEO.)
- All contractors must provide a certificate of insurance as shown below.
- All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program services.

CERTIFICATES OF INSURANCE

Please attach Certificates of Insurance evidencing the following coverage (or equivalent amounts of self-insurance) required of the Contractor, including each member of any consortium:

- Commercial General Liability: \$1,000,000 per occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, \$2,000,000 policy aggregate
- Business Auto Liability: \$1,000,000 combined single limit
- Workers Compensation: \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims(or statement of rejection of coverage in accordance with (§ 8-41-202(1), C.R.S.)
- Professional Liability (Errors & Omissions): \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Policy shall include a severability of interest or separation of insured provision (no insured vs. insured exclusion) and a provision that coverage is primary and non-contributory with any other coverage or self-insurance.
- Additional coverage may be required upon award.

### Contract Modifications

All contractors are ensuring, by signing the contract, that the negotiated price or services provided in a contract cannot be changed without WDBSEMNs approval and a modification to the contract. All requests for modification must be submitted to WDBSEMNs with written justification prior to implementation of any changes, including costs.

### **Conditions of the RFP/Reserved Rights:**

The issuance of this RFP constitutes only an invitation to present proposals. The rights reserved by WDBSEMNs, which shall be exercised in its sole and absolute discretion, include without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- Accept or reject any non-responsive or untimely responses or to reject all responses to this RFP and/or seek new proposals.
- Disqualify any respondent who submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Change or waive any provisions set forth in this RFP.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the proposal submitted.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
- Verify representations in the response by visiting and examining any of the project sites referenced in the proposal submitted and to observe and inspect the operations at such sites.
- Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- Request a) additional data, b) technical or price revisions, or c) oral presentations in support of the written proposal.
- Conduct a pre-award review that may include, but is not limited to, a review of the respondent's record keeping procedures, management systems, and accounting and administrative systems.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, (b) to manage funding, and (c) to meet the needs of the customers.
- End contract negotiations if acceptable progress, as determined by WDBSEMNs, is not being made within a reasonable time frame.